



City of Austin - JOB DESCRIPTION



Administrative Specialist

FLSA:	Standard/Non-Exempt	EEO Category:	(60) Admin/Supp
Class Code:	10295	Salary Grade:	BA5
Approved:	October 24, 1997	Last Revised:	July 19, 2012

Purpose:

Under limited supervision, using independent discretion and judgment, works within a specialized function or a specific area of administrative and staff support

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Provides administrative support on highly technical and/or specialized projects.
2. Facilitates the handling of time sensitive request such as ORR's (Open Records Request), CAF's (Citizen Action Forms), RCA's (Request for Council Action) as well as other confidential documents.
3. Verifies accuracy and completeness of critical documents such as PIO (Public Information Office) requests, records, correspondence, regulations, etc.
4. Opens, sorts, reads, prioritizes and routes incoming mail, including faxes and emails.
5. Prepares memos, letters and other correspondence using computer, spreadsheets, databases, or presentation software.
6. Using independent judgment performs data analysis, problem solving and recommends policy and administrative improvements.
7. Conducts research, compiles data, and prepares documents for consideration and presentation.
8. Files and retrieves documents, records and reports.
9. Attends meetings, records minutes and distributes meeting notes.
10. Maintains calendar, schedules meetings, conferences and events, plans travel itineraries and makes travel arrangements.

Responsibilities - Supervisor and/or Leadership Exercised:

May provide leadership, work assignments, evaluation, training and guidance to others

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Knowledge of applicable processes, techniques, and methods.

Knowledge of City practice, policy and procedures.

Skill in oral and written communication.

Skill in using computers and related software applications.

Skill in handling multiple tasks and prioritizing.

Skill in data analysis and problem solving.

Skill in planning and organizing.

Ability to work with frequent interruptions and changes in priorities.

Ability to manage conflicts and concerns.

Ability to understand and communicate technical information.

Ability to exercise discretion in confidential matters.

Ability to recognize and recommend process improvement.

Ability to lead and train others.

Ability to work with frequent interruptions and changes in priorities.

Ability to establish and maintain effective working relationships with city employees and the public.

Minimum Qualifications:

Graduation from an accredited four (4) year college or university with major course work in Business, Public Administration or Public Administration or related field, plus four (4) years experience in a professional/administrative capacity,

Education or experience will substitute for education up to a maximum of four (4) years.

Licenses and Certifications Required:

None

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.